

Policy Number:	1.4.6 Records Management
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Relevant Statutory / Regulatory Linkages:

- Freedom of Information and Protection of Privacy Act
- Employee Group Contracts and Terms of Employment
- Personal Information Protection and Electronic Documents Act

Policy Statement (Intent and Scope)

King’s University College (King’s) will develop, apply and evaluate an integrated records management function for all activities of the organization that complies with all statutory, regulatory, and other requirements, and supports an effective information management system.

1. Records management is to include all written, electronic, form-based and other types of records and files maintained by King’s.
2. The Principal will ensure that a request or authorization for access to or disclosure of information from any records and files of the organization comply with governing legislation and regulatory requirements.
3. All records and related files, written and electronic, are to be maintained in a secure status with appropriate procedures for access, disclosure, backup and monitoring of each entry into and use of the records and files.
4. An annual audit process is to be completed on records and files maintained by King’s to ensure mandatory records, forms and related materials are in place and current within Ministry defined targets.
5. The Principal, or designated Privacy Officer, will ensure that a schedule is developed that identifies the following:
 - 5.1. The types of records and files to be maintained for each program area or each business operation.
 - 5.2. How long a record or file category needs to be maintained before it can be stored or destroyed.
 - 5.3. Who is authorized to destroy records and files, and by what process.
 - 5.4. The maintaining of a tracking record of when record and file destructions have occurred.
6. The Principal will ensure that confidential records, involving students, staff, contracts, etc. have a procedure associated with them that informs an individual student, faculty, administrator, or staff member about a request for information from their records and / or files prior to permitting access, their entitlements on the disclosure of such information or their own ability to access their file as may be required under pertinent legislation.

Monitoring Report Requirements (Frequency, Content, etc.)

Report to the Board by the Principal annually on compliance of the policy and any breaches that have occurred and the action(s) there.